

ST. LANDRY PARISH CLERK OF COURT

OPELOUSAS, LOUISIANA

GENERAL PURPOSE FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT

JUNE 30, 2002

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 1/15/03

Prepared By

McRight & Associates
Certified Public Accountants
Baton Rouge, Louisiana

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA**

**GENERAL PURPOSE FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT**

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ST. LANDRY PARISH CLERK OF COURT
Opelousas, Louisiana

General Purpose Financial Statements
As of and for the Year Ended June 30, 2002
With Supplemental Information Schedules

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MCRIGHT & ASSOCIATES

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INDEPENDENT AUDITOR'S REPORT

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

We have audited the accompanying general purpose financial statements of the ST. LANDRY PARISH CLERK OF COURT, a component unit of the St. Landry Parish Police Jury, as of and for the year ended June 30, 2002, as listed in the table of contents. These general purpose financial statements are the responsibility of the ST. LANDRY PARISH CLERK OF COURTS' management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, and the Louisiana Governmental Auditing Guide. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

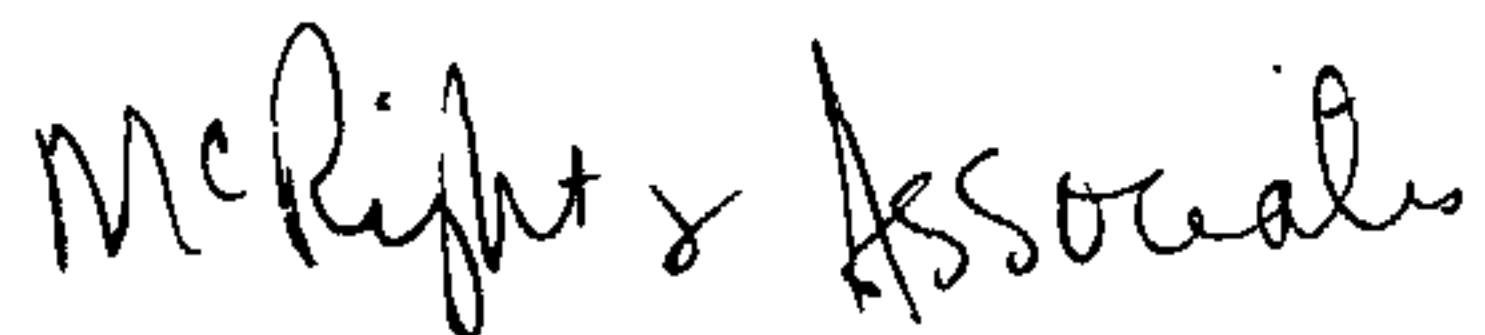
In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the ST. LANDRY PARISH CLERK OF COURT as of June 30, 2002, and the results of its operations for the year then ended in conformity with generally accepted accounting principles accepted in the United States of America.

As discussed in note 18 to the general purpose financial statements, the Clerk intends to implement Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments, for the fiscal year ended June 30, 2003. The effects of Statement Number 34 are expected to significantly impact the presentation of the financial statements in the year of implementation. The revised minimum reporting requirements include Management's Discussion and Analysis to introduce the basic financial statements and provide an analytical overview of the clerk's financial activities. In addition, the revised requirements include the basic financial statements and notes, which include government-wide financial statements that display information about the reporting government as a whole, except for its fiduciary activities, using the economic resources measurement focus and the accrual basis of accounting, as well as fund financial statements for the government's governmental and fiduciary funds, that display information about major funds individually and non-major funds in the aggregate using the measurement focus and basis of accounting required for each of the two fund categories. Finally, other required supplementary information, including budgetary comparison information, will be presented.

MCRIGHT & ASSOCIATES
Certified Public Accountants

In accordance with *Government Auditing Standards*, we have also issued a report dated November 19, 2002 on our consideration of the ST. LANDRY PARISH CLERK OF COURT'S internal control over financial reporting and our tests of its compliance with laws and regulations. That report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying supplemental information schedules listed in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the ST. LANDRY PARISH CLERK OF COURT. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

A handwritten signature in cursive script that reads "McRight & Associates".

McRight & Associates

November 19, 2002

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

COMBINED BALANCE SHEET – ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2002

	Governmental Fund Type	Fiduciary Fund Type
	General Fund	Agency Fund
ASSETS		
Cash (Note 2)	\$402,244	\$1,296,023
Investments, at cost (Note 3)	200,000	1,250,000
Accounts Receivable (Note 4)	30,673	
Due From Other Funds		8,242
Equipment (Note 5)		
Provision for Long Term Debt		
Total Assets	632,917	2,554,265
	=====	=====
 LIABILITIES AND FUND EQUITY		
LIABILITIES		
Accounts Payable	\$10,987	
Unsettled Deposits (Note 10)		\$2,554,265
Due to Other Funds	8,242	
Compensated Absences		
Total Liabilities	19,229	2,554,265
 FUND EQUITY:		
Investment in General Fixed Assets		
Fund Balance		
Unreserved – Designated		
Unreserved – Undesignated	613,688	
	613,688	
Total Liabilities and Fund Equity	632,917	2,554,265
	=====	=====

The accompanying notes are an integral part of this statement.

ACCOUNT GROUP		TOTAL (MEMO ONLY)
GENERAL FIXED ASSETS	GENERAL L-T DEBT	2002
		<u>\$1,698,267</u>
		1,450,000
		30,673
		8,242
\$538,253		538,253
	26,450	26,450
<u>538,253</u>	<u>26,450</u>	<u>3,751,885</u>
=====	=====	=====
		10,987
		2,554,265
		8,242
	26,450	26,450
<u> </u>	<u>26,450</u>	<u>2,599,944</u>
<u> </u>	<u> </u>	<u> </u>
538,253		538,253
		613,688
<u>538,253</u>	<u> </u>	<u>1,151,941</u>
<u>538,253</u>	<u>26,450</u>	<u>3,751,885</u>
=====	=====	=====

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2002

REVENUES

Licenses and Permits:

Marriage Licenses	\$18,163
-------------------	----------

Charge for Services:

Recording	568,353
Cancellations	11,830
Mortgage Certificates	62,789
Copies	129,228
Suits & Successions	764,501
Criminal Fees	236,673
Election Fees	40,601
Court Attendance	7,495
Passports	4,563
Birth Certificates	28,257
Police Jury Fees	3,303
UCC Filing Fees	60,951
Non-support Fees	80
Personnel For Hearing Officer	17,500
Public Imaging	10,988

1,947,112

Other Revenue:

Interest	68,735
Clerk's Supplement	13,700
Miscellaneous	2,742
Inter-governmental Transfers	120,000

205,177

Total Revenue

2,170,452

The accompanying notes are an integral part of this statement.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2002

EXPENDITURES

Current Operations:

Salaries	
Clerk	\$92,920
Deputies	829,694
Other	73,371
Insurance Benefits	167,802
Retirement Benefits	111,901
Deferred Compensation	107,863
Supplies	
Office	138,486
Auto	6,629
Uniforms	126
Dues and Subscriptions	920
Insurance Other	36,988
Postage	26,343
Telephone	27,771
Professional Services	104,150
Equipment Repairs & Maint.	29,441
UCC Fees	17,507
Election Fees	11,603
Travel	14,188
Marriage License	6,994
Filing Fees	22,477
Professional Development	12,402
Payroll Taxes	13,878
Janitorial	11,320
Birth Certificates	19,003
Parking	2,000
Equipment Rental	13,815
Imaging\Microfilm	34,287
All Other	344
Capital Outlays	28,129
Total Expenditures	<u>1,962,352</u>

Excess Revenues over (under) Expenditures	<u>208,100</u>
---	----------------

Fund Balance, beginning	405,588
-------------------------	---------

Fund Balance, ending	<u>613,688</u>
	=====

The accompanying notes are an integral part of this statement.

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
ACTUAL AND BUDGET – GAAP BASIS
FOR THE YEAR ENDED JUNE 30, 2002**

	Actual	Budget	Variance Over (Under)
REVENUES			
Licenses and Permits	\$18,163	\$18,163	
Charges for Services	1,947,112	1,949,617	(2,505)
Interest	68,735	68,735	
Clerk's Supplement	13,700	13,700	
Other Revenues	2,742	0	2,742
Inter-governmental Transfers	120,000	120,000	
Total Revenues	<u>2,170,452</u>	<u>2,170,215</u>	<u>237</u>
EXPENDITURES			
Salaries and Benefits	1,383,551	1,383,551	
Supplies	145,241	145,115	(126)
Operating Expenses	405,431	404,981	(450)
Capital Outlay	28,129	28,129	
Total Expenditures	<u>1,962,352</u>	<u>1,961,776</u>	<u>(576)</u>
Excess of revenues over (under) Expenditures	208,100	208,439	(339)
Fund Balance, beginning	405,588	405,588	0
Fund Balance, ending	<u>613,688</u>	<u>614,027</u>	<u>(339)</u>

The accompanying notes are an integral part of this statement.

ST. LANDRY PARISH CLERK OF COURT
Opelousas, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 2002

INTRODUCTION

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the clerk of court serves as the ex-officio notary public; the recorder of conveyances, mortgages, and other acts; and has other duties and powers provided by law. The clerk of court is elected for a four-year term.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying general purpose financial statements of the St. Landry Parish Clerk of Court have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. REPORTING ENTITY

The clerk of court is an independently elected official; however, the clerk of court is fiscally dependent on the St. Landry Parish Police Jury. The police jury maintains and operates the parish courthouse in which the clerk of court's office is located and provides funds for equipment and furniture of the clerk of court's office. Because the clerk of court is fiscally dependent on the police jury, the clerk of court was determined to be a component unit of the St. Landry Parish Police Jury, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the clerk of court and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

C. FUND ACCOUNTING

The clerk of court uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
Notes to the Financial Statements

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the clerk of court are classified into two categories: governmental (General Fund) and fiduciary (agency funds). These funds are described as follows:

General Fund

The General Fund, as provided by Louisiana Revised Statute (R.S.) 13:781, is the principal fund of the clerk of court and accounts for the operations of the clerk's office. The various fees and charges due to the clerk's office are accounted for in this fund. General operating expenditures are paid from this fund.

Agency Funds

The Advance Deposit and Registry of Court Agency Funds account for assets held as an agent for others. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

D. BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The governmental funds are accounted for using a flow of current financial resources measurement focus. The accompanying component unit financial statements have been prepared on the GAAP basis of accounting. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Revenues are recorded in the period in which they are earned.

Expenditures

Expenditures are recorded in the period in which the goods or services are received.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
Notes to the Financial Statements

E. BUDGET PRACTICES

The proposed budget for the 2002 fiscal year was made available for public inspection at the clerk's office on June 15, 2001. The proposed budget, prepared on the accrual basis of accounting, was published in the official journal 15 days before the public hearing. The budget hearing was held at the clerk's office on June 15, 2001. The budget is legally adopted and amended, as necessary, by the clerk. All appropriations lapse at year-end.

Formal budget integration (within the accounting records) is not employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

F. ENCUMBRANCES

The St. Landry Parish Clerk of Court does not use encumbrance accounting.

G. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the clerk of court may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

H. INVESTMENTS

Investments are limited by R.S. 33:2955 and the clerk of court's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

At June 30, 2002, the clerk had investments consisting of certificates of deposits.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
Notes to the Financial Statements

I. INVENTORY

Inventories are considered immaterial and are recorded at cost and recognized as an expenditure when purchased.

J. FIXED ASSETS

Fixed assets are recorded as expenditures at the time purchased, and the related assets are capitalized (reported) in the general fixed assets account group. General fixed assets provided by the parish police jury are not recorded within the general fixed assets account group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost.

K. COMPENSATED ABSENCES

The clerk of court has the following policy relating to vacation and sick leave:

All full-time employees of the clerk of court's office earn vacation leave at a rate of 2 to 5 weeks each year, depending upon their length of service. Vacation must be used in the year earned. Sick leave is earned at a rate of one to one and one-half days per month, depending upon their length of service. Sick leave may be carried forward from year to year.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current year expenditure in the general fund when the leave is actually taken. The cost of leave privileges not requiring current resources is recorded in the general long-term debt account group.

L. LONG-TERM OBLIGATIONS

Long-term obligations expected to be financed from the General Fund are reported in the general long-term obligations account group. Expenditures for principal and interest payments for long-term obligations are recognized in the General Fund when due. At June 30, 2002, the Clerk had \$26,450 for compensated absences in long-term obligations.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
Notes to the Financial Statements

M. FUND EQUITY

Reserves

Reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.

Designated Fund Balances

Designated fund balances represent tentative plans for future use of financial resources.

N. TOTAL COLUMNS ON STATEMENTS

Total columns on the statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

2. CASH AND CASH EQUIVALENTS

At June 30, 2002, the clerk of court has cash and cash equivalents (book balances) totaling \$1,698,267 as follows:

Petty cash	<u>250</u>
Interest-bearing demand deposits	<u>1,698,017</u>
Time deposits	<u> </u>
Other	<u> </u>
Total	<u><u>1,698,267</u></u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At June 30, 2002, the clerk has \$1,698,017 in deposits (collected bank balances). These deposits are secured from risk by \$200,000 of federal deposit insurance and \$1,498,017 of

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
Notes to the Financial Statements

pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the clerk of court that the fiscal agent has failed to pay deposited funds upon demand.

3. INVESTMENTS

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the clerk of court or its agent in the clerk of court's name
2. Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the clerk of court's name
3. Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the clerk of court's name

At fiscal year-end, the clerk of court's investment balances were as follows:

Type of Investment	Category			Carrying Amount			Total Carrying Amount
	1	2	3	Fair Value	Amortized Cost	Cost	
Cert. Of Deposit	\$	\$	1,450,000	\$	\$	1,450,000	1,450,000
Total	\$	\$	1,450,000				
Investments not subject to categorization:							
Deferred compensation plan							
External investment pool							
Total investments	\$	\$		\$	\$	1,450,000	1,450,000

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
Notes to the Financial Statements

4. RECEIVABLES

The receivables of \$30,673 at June 30, 2002 are as follows:

<u>Class of Receivable</u>	<u>Fund</u>	<u>Fund</u>	<u>Funds</u>	<u>Total</u>
<u>Accounts Receivable</u>	<u>30,673</u>	<u>\$</u>	<u>\$</u>	<u>30,673</u>
Total	30,673	\$	\$	30,673

5. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	2001	Additions	Deletions	2002
Land	\$	\$	\$	\$
Buildings				
Equipment	510,124	28,129		538,253
Total	510,124	28,129	\$	538,253

6. PENSION PLAN

Plan Description. Substantially all employees of the St. Landry Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund (System), a cost sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All regular employees who are under the age of 60 at the time of original employment are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of credited service, not to exceed 100% of

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
Notes to the Financial Statements

their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established and amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (225) 293-1162.

Funding Policy. Plan members are required by state statute to contribute 8.25% of their annual covered salary and the St. Landry Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is 10.00% of annual covered payroll. Contributions to the System also include one-fourth of one percent (one-half of one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the St. Landry Parish Clerk of Court are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The St. Landry Parish Clerk of Court's contributions to the System for the years ending June 30, 2002, 2001, and 2000, were \$111,901, \$110,237, and \$108,047, respectively, equal to the required contributions for each year.

7. OTHER POSTEMPLOYMENT BENEFITS

The St. Landry Parish Clerk of Court provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the clerk's employees become eligible for these benefits if they reach normal retirement age while working for the clerk of court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and the clerk of court. The clerk recognizes the cost of providing these benefits (the clerk's portion) as an expenditure when the monthly premiums are paid.

8. COMPENSATED ABSENCES

At June 30, 2002, employees of the clerk of court have accumulated and vested \$26,450 of employee leave benefits, computed in accordance with GASB Codification Section C60. Of this amount, \$--0-- is recorded as an obligation of the General Fund, and \$26,450 is recorded within the general long-term obligations account group.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
Notes to the Financial Statements

9. LEASES

The clerk of court records does not record items under capital leases as an asset and an obligation in the accompanying financial statements. The clerk of court also has operating leases of the following nature:

The minimum annual commitments under noncancelable operating leases are as follows:

	<u>and Office Facilities</u>	<u>Equipment</u>	<u>Total</u>
Fiscal year:			
2001-2002	<u>\$</u>	<u>\$</u>	<u>\$</u>
2002-2003	<u></u>	<u></u>	<u></u>
2003-2004	<u></u>	<u></u>	<u></u>
2004-2005	<u></u>	<u></u>	<u></u>
2005-2006	<u></u>	<u></u>	<u></u>
Thereafter	<u></u>	<u></u>	<u></u>
Total	<u>none</u>	<u>none</u>	<u>none</u>

10. CHANGES IN AGENCY FUND BALANCES

A summary of changes in agency fund unsettled deposits follows:

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
Notes to the Financial Statements

	Unsettled Deposits at Beginning of Year	Additions	Reductions	Unsettled Deposits at End of Year
Agency funds:				
Advance Deposit	\$1,411,339	\$1,534,155	\$1,398,503	\$1,546,991
Registry of Court	652,532	147,062	292,193	507,401
Civil Jury	443,104	183,890	127,121	499,873
Total	\$2,506,975	\$1,865,107	\$1,817,817	\$2,554,265

11. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions during the year:

	Payable	Absences	Leases	Total
Long-term obligations payable at July 1, 2001	\$-0-	11,000	\$-0-	11,000
Additions		34,560		34,560
Deductions		19,110		19,110
Long-term obligations payable at June 30, 2002	\$-0-	26,450	\$-0-	26,450

12. EXCESS FUND BALANCE

R.S. 13:785 requires that every four years (at the close of the term of office) the clerk of court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the clerk's last year of his term of office. At June 30, 2002, there was (1) no amount due the parish treasurer as this was not the last year of the clerk's four-year term of office, and no determination of the amount that will be due, if any, can be made at this time.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
Notes to the Financial Statements

13. RELATED PARTY TRANSACTIONS

Certain operating expenditures of the clerk's office are paid by the parish police jury, such as, providing office space for the clerk's office.

14. RISK MANAGEMENT

The clerk of court's office is exposed to the risk of loss from a variety of sources and has purchased commercial insurance policies to cover these types of losses. For the year ended June 30, 2002, none of the policies paid on any claims.

15. LITIGATION AND CLAIMS

At June 30, 2002, the clerk of court was not involved in any litigation or is aware of claims which are not covered by insurance.

**16. ON-BEHALF PAYMENTS FOR FRINGE
BENEFITS AND SALARIES**

Certain operating expenditures of the clerk's office are paid by the parish police jury and are not included in the accompanying financial statements.

17. SUBSEQUENT EVENTS

There were no subsequent events to be report as of November 19, 2002.

18. GASB 34 IMPLEMENTATION

In June 1999, the Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments. GASB No. 34 established new financial reporting requirements for all state and local governments and consists of the following:

- A. Management Discussion and Analysis (MD&A) section providing an analysis of the government entity's overall financial position and results of operations.
- B. Basic Financial Statements:
 - 1. Government-wide financial statements prepared using the economic resources measurement focus and the accrual basis of accounting. These statements are designed to provide a broad overview of a government entity's financial statements, in a manner similar to private sector business.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
Notes to the Financial Statements

2. Fund financial statements, consisting of a series of statements that focus on a government's major governmental funds, using the modified accrual basis of accounting, and enterprise funds, if any.
3. Notes to the financial statements that include various disclosures for the government-wide and fund financial statements to ensure that a complete picture is presented.
4. Required supplementary information, such as budgetary comparison schedules.

In addition, this new GASB statement requires depreciation expense to be reported in the government-wide financial statements. However, depreciation expense will not be reported in the fund statements that use the modified accrual basis of accounting.

The clerk will implement the general provisions of GASB Statement No. 34 for the fiscal year ending June 30, 2003

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA**

**SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended June 30, 2002**

FIDUCIARY FUNDS - AGENCY FUNDS

ADVANCE DEPOSIT FUND

The Advance Deposit Fund, as provided by Louisiana Revised Statute 13:842, accounts for advance deposits on suits filed by litigants. The advances are refundable to the litigants after all costs have been paid.

REGISTRY OF COURT FUND

The Registry of Court Fund, as provided by Louisiana Revised Statute 13:475, accounts for funds that have been ordered by the court to be held until judgment has been rendered in court litigation. Withdrawal of the funds can be made only upon order of the court.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

COMBINING BALANCE SHEET – ALL AGENCY FUNDS
FOR THE YEAR ENDED JUNE 30, 2002

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	CIVIL JURY	TOTAL
ASSETS				
Cash and Equivalent	\$496,991	\$507,401	\$291,631	\$1,296,023
Investments, at costs	1,050,000		200,000	1,250,000
Due From Other Funds			8,242	8,242
Total Assets	<u>\$1,546,991</u> =====	<u>\$507,401</u> =====	<u>\$499,873</u> =====	<u>2,554,265</u> =====
LIABILITIES				
Unsettled Deposits	<u>\$1,546,991</u> =====	<u>\$507,401</u> =====	<u>\$499,873</u> =====	<u>\$2,554,265</u> =====

The accompanying notes are an integral part of this statement.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

SCHEDULE OF CHANGES IN UNSETTLED DEPOSITS
FOR THE YEAR ENDED JUNE 30, 2002

	ADVANCE DEPOSIT FUND	REGISTRY OF COURT FUND	CIVIL JURY FUND	TOTAL
UNSETTLED DEPOSITS AT BEGINNING OF YEAR	\$1,411,339	\$652,532	\$443,104	\$2,506,975
ADDITIONS:				
Deposits:				
Suits & Successions	1,529,235			1,529,235
Judgments		137,932		137,932
Jury Fees			181,548	181,548
Interest on Investments	4,920	9,130	2,342	16,392
Total	1,534,155	147,062	183,890	1,865,107
DEDUCTIONS:				
Clerk's costs	763,038		17,579	780,617
Settlements to Litigants	254,826	292,193	104,620	651,639
Sheriffs' Fees	256,485			256,485
Other Reductions	124,154		4,922	129,076
Total Reductions	1,398,503	292,193	127,121	1,817,817
UNSETTLED DEPOSITS AT END OF YEAR	\$1,546,991 =====	\$507,401 =====	\$499,873 =====	\$2,554,265 =====

The accompanying notes are an integral part of this statement.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA

OTHER REPORTS REQUIRED BY
GOVERNMENT AUDITING STANDARDS

The following pages contain a report on compliance with laws and regulations and on internal control as required by the *Government Auditing Standards*, issued by the Comptroller General of the United States. This Report is based solely on the audit of the financial statements and includes, where appropriate, any reportable conditions and/or material weaknesses in internal control or compliance matters that would be material to the presented financial statements.

MCRIGHT & ASSOCIATES
Certified Public Accountants
11817 Bricksome Ave., Suite E
Baton Rouge, Louisiana 70816
(225) 292-2041

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

We have audited the general purpose financial statements of the St. Landry Parish Clerk of Court, a component unit of the St. Landry Parish Police Jury, as of and for the year ended June 30, 2002, and have issued our report thereon dated November 19, 2002. We conducted our audit in accordance with generally accepted auditing standards accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the St. Landry Parish Clerk of Court's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the St. Landry Parish Clerk of Court's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control structure over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be a material weakness. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts

MCRIGHT & ASSOCIATES
Certified Public Accountants
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that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weakness.

This report is intended for the information of the Clerk and Legislative Auditor's Office. However, this report is a matter of public record, and its distribution is not limited.

McRight & Associates

November 19, 2002

**ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
FOR THE YEAR ENDED JUNE 30, 2002**

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

There were no current year findings and questioned costs.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
FOR THE YEAR ENDED JUNE 30, 2002

MANAGEMENT'S CORRECTIVE ACTION PLAN

There were no findings or questioned costs to be reported on.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
FOR THE YEAR ENDED JUNE 30, 2002

SCHEDULE OF PRIOR YEAR FINDINGS

There were no prior year findings.

ST. LANDRY PARISH CLERK OF COURT
OPELOUSAS, LOUISIANA
FOR THE YEAR ENDED JUNE 30, 2002

SUMMARY SCHEDULE OF FINDINGS

SUMMARY OF AUDITOR'S REPORT

An unqualified opinion was issued on the general purpose financial statements for the year ended June 30, 2002.

REPORT ON INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS

INTERNAL CONTROL

Material Weaknesses - none Reportable Conditions - none

COMPLIANCE

Noncompliance Material to Financial Statements - None

MATERIAL FINDINGS

NONE.

MANAGEMENT LETTER

A management letter was not issued as part of this audit.

SUMMARY OF PRIOR AUDIT FINDINGS

There were no prior year auditing findings.

MANAGEMENT CORRECTIVE ACTION PLAN

None Required.